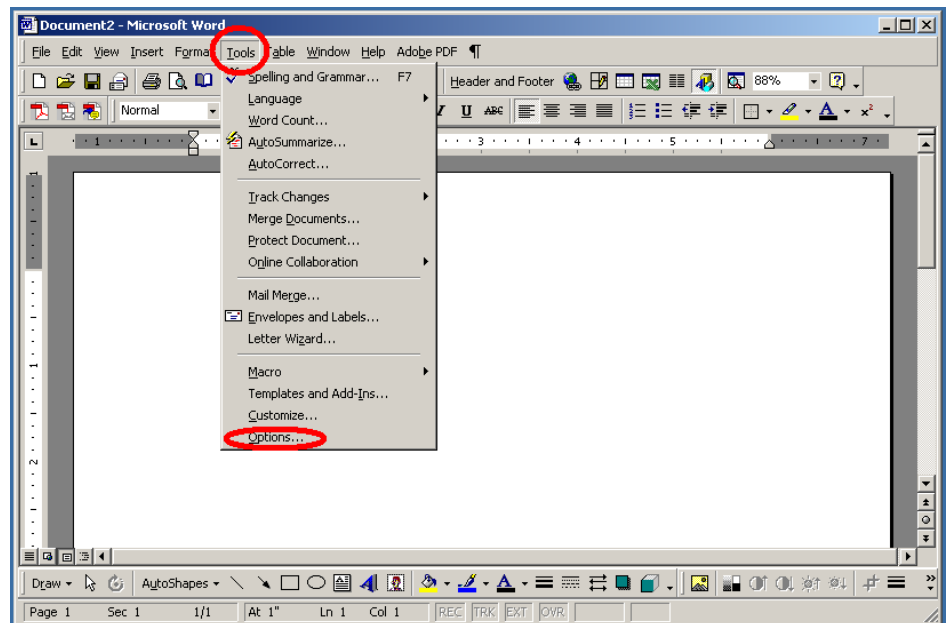# Installing Reader Friendly Document Templates on WSDOT Network Computers
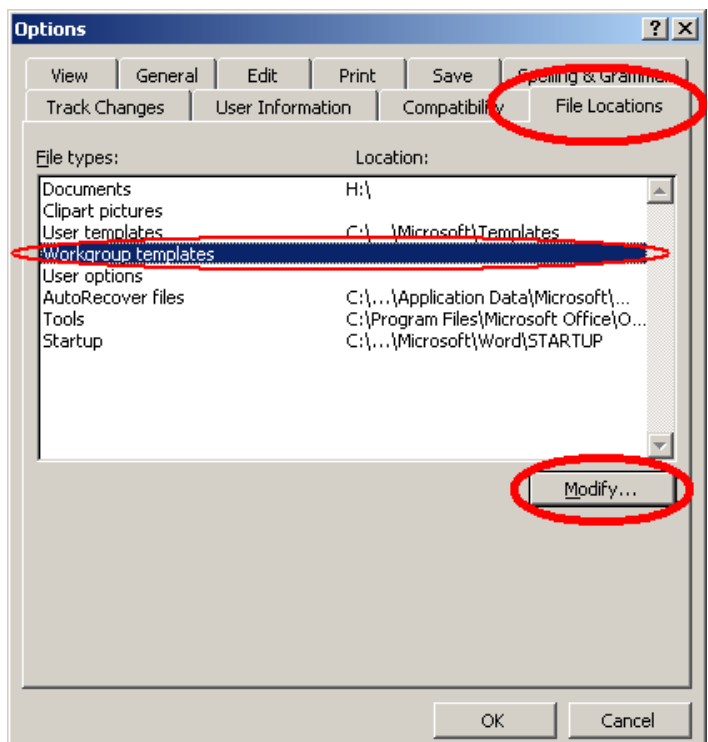
To "install" the Reader Friendly document templates you will point Word to a W:\ drive folder to look for your "workgroup templates". You only have to do these four steps once – once you set the "workgroup template' folder, Word will remember it for you.

1) Start Word – open a blank document.

2) Use the Tools pull-down menu and choose "Options" (usually at the bottom of the Tools menu)

3) Find the "File Locations" tab in the Options window. Select the line that says "Workgroup templates" on the left-hand side of the list and then click on the "Modify" button:
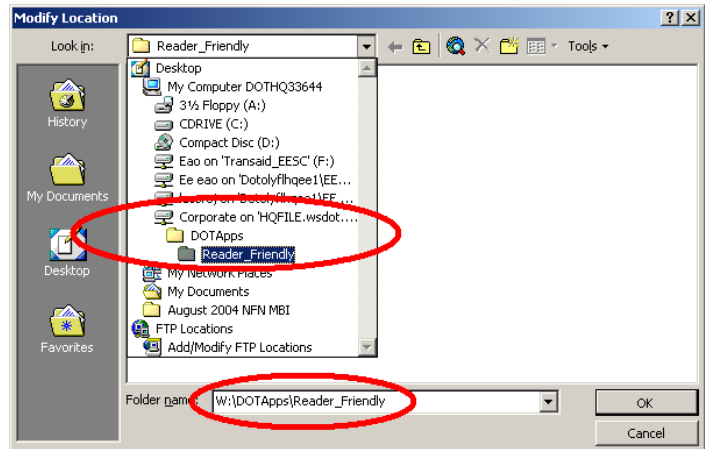
4) Navigate to the folder W:\DOTApps\Reader_Friendly. The W:\ drive is mapped to "Corporate on…"different servers in each region, but the structures are all the same to the folder needed here.
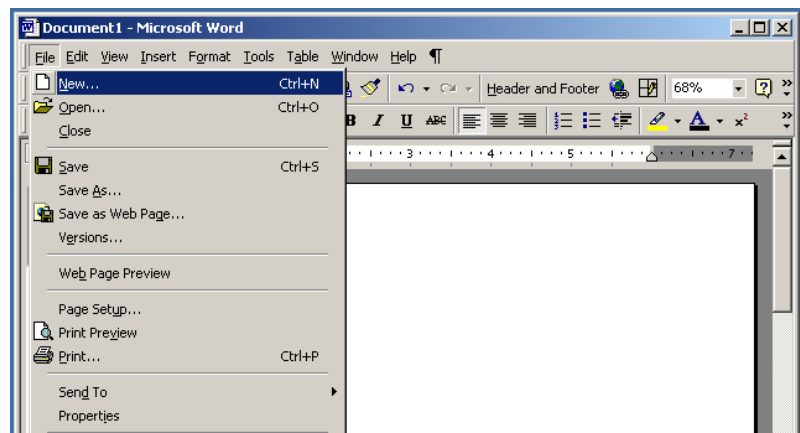
HINT: Don't actually open the folder named "Reader_Friendly"

Then click OK, then OK again.

You have now loaded the templates. You don't have to do this again unless you get a new PC.

To use/see the templates:
From the File pull-down menu. Select "New…." to start a new document.

and the "WSDOT Reports" tab should be there listing the current templates. Double click on a template to start using it: